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United States Department of Agriculture, FOREST SERVICE,

GIFFORD PINCHOT, Forester.

INFORMATION REGARDING EMPLOYMENT ON THE NATIONAL FORESTS.

(Third Revision.)

METHOD OF APPOINTMENT TO THE FOREST SERVICE.

On December 17, 1904, the President signed the following order:

In the exercise of the power vested in the President by section 1753 of the Revised Statutes and acts amendatory thereof:

It is ordered, That all persons employed in the field and in the District of Columbia in the "protection and administration of forest reserves in or under the General Land Office of the Interior Department" be classified and the civil-service act and rules applied thereto, and that no person be hereafter appointed, employed, promoted, or transferred in said service until he pass an examination in conformity therewith, unless specifically exempted thereunder. This order shall apply to all officers and employees, except persons employed merely as laborers, and persons whose appointments are confirmed by the Senate.

This order classified the whole Forest Service force on the National Forests and placed it under the civil-service law. On February 1, 1905, by act of Congress, the administration of the National Forests was transferred from the Department of the Interior to the Department of Agriculture, without modification of the above order, except in the further restriction entailed by the following section of the act:

SEC. 3. That forest supervisors and rangers shall be selected, when practicable, from qualified citizens of the States or Territories in which the said reserves, respectively, are situated.

By order of the Secretary of Agriculture, dated February 1, 1905, the whole National Forest force was placed in the Forest Service, under the direction and control of the Forester.

For the better administration of the National Forests, there were established, on December 1, 1908, six District offices in the West, at which the business of the National Forests is supervised. The District headquarters are at the following places: District 1, Missoula, Mont.; District 2, Denver, Colo.; District 3, Albuquerque, N. Mex.; District 4, Ogden, Utah; District 5, San Francisco, Cal.; District 6, Portland, Oreg. The positions in the District offices are both executive and technical, and are filled by promotion of members of the Service in similar lines of work.

POSITIONS ON THE NATIONAL FORESTS.

The field force of the Forest Service now contains the grades of forest supervisor, deputy forest supervisor, forest assistant, lumberman, sealer, forest ranger, forest guard, and planting assistant.

Appointment to the position of forest supervisor is made by the promotion of a deputy forest supervisor, forest ranger, or forest assistant,

and by competitive examination only when no deputy forest supervisor, forest ranger, or forest assistant, resident in the State or Territory concerned, is qualified and available for promotion to forest supervisor.

Deputy forest supervisors are appointed, when necessary, as assistants to supervisors. The position is filled by promotion from ranger or forest assistant, or, when necessary, by selection from the civil-service register for supervisor.

Forest assistants, lumbermen, forest rangers, and planting assistants are appointed only by competitive examination.

EXAMINATION.

In accordance with the law requiring the selection of Forest officers, when practicable, from the State or Territory in which they are to be employed, examinations are held as required in each State or Territory in which National Forests are situated. The examinations are along practical lines and include tests in the actual performance of field work. Applicants are examined as to fitness for positions in the State or Territory in which they are legal residents. Only when the local examinations fail to secure thoroughly qualified men are vacancies filled by the appointment of eligibles through examinations held in other States.

The restriction as to residence is not imposed upon applicants for the forest assistant examination. Information as to the times and places at which examinations will be held and the steps necessary to secure admission may be obtained *only* from the U. S. Civil Service Commission, Washington, D. C.

There are clerical positions in the District offices and at the supervisors' headquarters on the National Forests. These positions are on the same basis as those of a similar nature in the Washington office and throughout the Departmental Service. They call for training and experience in all classes of clerical work and do not generally lead to positions in National Forest administration. For information regarding these positions, and about the time and place of examinations from which vacancies are filled, application must be made to the Civil Service Commission, Washington, D. C.

GENERAL QUALIFICATIONS AND DUTIES.

FOREST SUPERVISOR.

The qualifications for the position of forest supervisor include all those required of forest rangers, as hereinafter outlined, with superior business and administrative ability. Applicants should not only be familiar with every detail of the work of the rangers, and with the condition of the forest region involved, but should be able to conduct the transactions and correspondence of the office, to handle men, and to deal tactfully with all classes of persons. Knowledge of technical forestry is desirable but not absolutely essential. Candidates for the position of forest supervisor are required to furnish the most convincing proof of their moral and business responsibility.

While certain general qualifications are insisted upon in every case, special fitness for employment in a specified region is always considered. In many regions knowledge of timber and lumbering is more important than familiarity with the live-stock business, while the opposite may be true on National Forests where grazing is an important industry.

Forest supervisors must give their entire time to the Service. They have full charge of their Forests, plan and direct all work, have entire disposition of rangers and other assistants, and are responsible for the efficiency of the local service. Under instructions from the District Forester, supervisors deal with the public in all business connected with the sale of timber, the control of grazing, the issuing of permits, and the application of other regulations for the use and occupancy of National Forests. They keep the records and accounts, conduct the correspondence and general office business of their Forests, and make reports to the District Forester on all matters under their jurisdiction.

DEPUTY SUPERVISOR.

Deputy supervisors must have the same qualifications as supervisors, who may delegate to their deputies as much authority as they deem advisable.

FOREST RANGER.

Rangers must be able-bodied and capable of enduring hardships and of performing severe labor under trying conditions. Invalids and consumptives seeking light out-of-door employment are not qualified for the work and should not apply. No one may expect to pass the examination who is not able to take care of himself and his horses in regions remote from settlement and supplies.

Forest rangers protect and control the National Forests under the direction of the forest supervisor. A forest ranger must be able to build trails and cabins and to pack in provisions without assistance. He must know something of surveying, estimating and scaling timber, lumbering, and the live-stock business. On some Forests the ranger must be a specialist in one or more of these lines of work. Thorough familiarity with the region in which he seeks employment, including its geography and its forest and the industrial conditions, is usually demanded, although lack of this may be supplied by experience in other similar regions.

The examination of applicants is along the practical lines indicated above, and actual demonstration by performance is required. Experience, not book education, is the first requirement, although ability to make maps and write intelligible reports upon Forest business is essential.

It is the policy to fill vacancies in the positions of supervisors and deputy supervisors by the promotion of forest rangers or forest assistants, when competent men can be found, rather than by appointment of men without experience.

Where saddle horses or pack horses are necessary to carry on the work, rangers are required to own and maintain them.

The entire time of rangers must ordinarily be given to the Service. Under instructions from the Forester, however, rangers may hold State or county offices in the protection of forest, game, or stock.

FOREST ASSISTANT.

The position of forest assistant, which requires thorough training in forestry and lumbering, can be secured only through competitive examination. Forest assistants may be sent to any part of the United States and must be competent to handle technical lines of work. They must

be able to prepare working plans and planting plans, to make silvical and commercial tree studies, to solve problems in wood utilization and preservation, and any other investigations requiring a trained forester.

LUMBERMAN.

Lumbermen must pass an examination which tests their knowledge of logging and other branches of the timber business. A thorough knowledge of scaling is absolutely necessary. Lumbermen assist local Forest officers in the conduct of timber sales, as well as in reporting on tracts of timber where sale has been applied for or is advisable.

SCALERS.

Scalers are appointed after civil-service examination, to pass which requires much previous experience in scaling and woods work. They are assigned to National Forests where the need for their work arises. This work consists in scaling on large sales, or in check-scaling, or in the instruction of rangers in this line of work.

PLANTING ASSISTANT.

Planting assistants are chosen for special fitness in nursery and planting work. Their duties include the preparation of seed beds, sowing of seed, transplanting and care of seedlings, and field planting. The planting assistant may be assigned to the duties of a ranger during the seasons when nursery work is suspended.

FOREST GUARD.

In addition to the permanent classified force, temporary assistants are employed during the season of serious danger from fires, or when other special work requires additions to the regular Forest force. Persons thus employed are known as forest guards and serve only as long as required.

No examination is required for the position of forest guard, but guards may be called upon to perform work similar to that of a ranger. Applications for employment as forest guard must be made to the forest supervisor. He will require sobriety, industry, physical ability, and effectiveness, and will give preference to local residents of whose fitness he is fully satisfied.

Approved:

JAMES WILSON,

Secretary of Agriculture.

WASHINGTON, D. C., *June 23, 1909.*